

Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, March 26, 2013

The regular meeting of the MWFLS Board of Trustees was called to order at 6:05 p.m. at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Loren Gray called the meeting to order in absence of Ruth Schmitt. Loren Gray welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Bill Dovi, Polly Edgar, Loren Gray, Paul Marose, Gary Morgenstern, Dwayne Morris, Janet Negus, Ruth Schmitt (arrive 6:10), Beverly Schroder, Juanita Schultz.

MEMBERS ABSENT:

MEMBERS EXCUSED: Deb Bissonnette, Sarah Butts, Jane Colwin, Doug Rakowski, and Dan Stoffel.

MWFLS STAFF: Sue Cantrell, System Director; Jaron Domnitz, IT Administrator; Heather Fischer, Public Information Designer; Jackie Jacak, Business Manager.

GUEST PRESENT: Peg Checkai, Watertown; Jennifer Einwalter, Slinger; Rita Gray, Guest; Roberta Olson, Germantown.

CORRESPONDENCE & APPEARANCES

- Letter from Powers Memorial Library expressing to keep SHARE intact
- Letter from Mayville Public Library expressing to keep SHARE intact
- Letter from Ruth Schmitt, MWFLS Board President, to Linda Schubring, President of Lakeshores Library System, expressing to work to together to keep SHARE intact
- Signed letter by several SHARE directors to resolve issues and preserve share
- Letter from Irvin L. Young Memorial Library expressing to keep SHARE intact
- Letter from Johnson Creek Public Library expressing to keep SHARE intact
- Letter from Dwight Foster Public Library expressing to keep SHARE intact

PUBLIC COMMENT

Jennifer Einwalter, Director of Slinger Public Library, addressed the board expressing the importance of keeping SHARE and moving LLS and MWFLS forward as partners. Jennifer also expressed how much time was put into the new SHARE agreement, which is being presented to Lakeshores Library System board. The committee, which she was part of, worked hard in putting together a fair and equitable agreement. She hopes both boards can work together and finalize an agreement that will move everyone forward into the future.

MINUTES

A motion was made by Loren Gray and Gary Morgenstern to approve the January 29, 2013 and March 7, 2013 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Loren Gray and seconded by Gary Morgenstern to approve payment of February Computer Checks in the amount of \$117,606.48 and Manual Checks in the amount of \$323.29, for a total of \$117,929.77. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

Director's Report

1. Sue introduced MWFLS new IT Administrator, Jaron Domnitz. Jaron started March 11, 2013. Jaron gave a brief report on all of the projects he has started to tackle.
2. Lakeshores Library System had a board meeting March 9th. MWFLS had nine members attend: 2 MWFLS staff and 7 library directors. Lakeshores met in closed session to discuss the future of SHARE. They came back into open session stating a decision was not made and they would be meeting again on March 27th for further discussion.

SHARE Agreement Committee

1. Sue noted the next step will be to form a joint committee between the two boards to start negotiations of the agreement. Kristen and Sue are in the process of getting a date set that will work for both committees to meet. Dwayne Morris suggested possibly getting someone from the UW System to help with these negotiations.
2. Loren noted in the SHARE agreement, it states MWFLS will have two tech people. He questioned Sue how this will work. Sue noted that by the end of the year we would have a second person in place.
3. The board discussed drafting a resolution to propose to the Lakeshores Board meeting tomorrow; it was decided to not draft a resolution.
4. The board questioned what would be the main consequence of Lakeshores leaving SHARE? The libraries would have to go back to using ILL request to get items from Lakeshores libraries, which would take patrons longer to receive their holds. More than likely cost would increase, but no cost analysis has been done as to how much.
5. Paul Marose expressed concern that he doesn't quite understand the urgency to this matter. He also noted that the committee worked very hard at trying to address all of the long-standing issues.

Building & Grounds

1. The building and grounds committee met on 3/25/13. They decided to postpone any decisions in regard to the Marsh Moppets half of the building until the usage is determined (i.e. delivery, rent, MWFLS use).

UNFINISHED BUSINESS

Landscaping Around MWFLS Headquarters

1. The Building & Grounds Committee received 3 proposals from the master gardeners, for different options around the building. Juanita reviewed those options with the board.
2. The timeline would work as follows: the front of the building would get landscaped first, followed by the north side, then south side and back last.

It was moved by Juanita Schultz and seconded by Bev Schroder that the MWFLS Board of Trustees approve the recommendation from the Building & Grounds Committee to expend \$2,500.00, at this time, on phase 1 of the landscaping around the MWFLS headquarter office. Funds will be expended from #6042 Maintenance Office. Motion carried by roll call vote, all in favor.

Strategic Plan ~ No further information was provided.

Zinio Update ~ No further information was provided.

Notification from Steve's Delivery That He Will No Longer Be Providing Service as of 8/31/13 Due to Retirement

1. Steve Kramer, owner of Steve's Delivery, will be retiring as of 8/31/13.
2. The delivery service will need to go out for bids as required by State law, for it will be over \$25,000.00.
3. Sue is looking into different vendors along with the option of doing delivery in house.
4. Polly questioned if combining Lakeshores and MWFLS delivery together at this time would be an option. Sue noted; Kristen did not want to change her delivery vendor. Polly suggested maybe their delivery system would be interested in doing MWFLS delivery. Sue didn't think they would be interested, for they are a small operation.

Washington County Board of Supervisor Letter to Glenn Grothman in Regard to Act 420

This item will be postponed, and placed on the May agenda.

Contracting With JE Arthur & Associates to Write Public Bid for Parking Lot Pavement Job

The parking lot re-pavement costs are expected to exceed \$25,000.00. JE Arthur & Associates would assist in meeting State requirements for the open bid process. The estimated cost will be \$1000.00 for JE Arthur and Associates services.

It was moved by Bev Schroder and seconded by Juanita Schultz that the MWFLS Board of Trustees approve Sue Cantrell, System Director and Ruth Schmitt, Board President, to sign the proposal from JE Arthur & Associate in the amount of \$1000.00. Funds will be expended from line item #3404 Parking Lot Replacement. Motion carried by roll call vote, all in favor.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, May 28, 2013 at 6:00p.m at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Dwayne Morris and seconded by Loren Gray to adjourn the meeting. Ruth Schmitt, Board President, adjourned the meeting at 7:40 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary